



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

Terri Wahnowsky, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Thursday December 2, 2010

Present: Susan Morin, Jill Tacy, Trustees; Paul Marsh, Alternate Trustee; Christine Hague, Director.

The meeting was called to order at 6:30 pm.

Acceptance of Minutes:

Meeting minutes were reviewed, Paul Marsh moved to accept the minutes of the November 4, 2010 and November 12, 2010 meetings, Jill Tacy seconded and all were in favor.

Public Hearing:

A public hearing came to order at 6:40pm. to accept \$407.74 in funds from donations, income generating equipment, other (see attached table.) Paul Marsh made a motion to accept the funds, Jill Tacy seconded the motion. All present were in favor. The public session ended at 6:42 pm.

Reports:

Director's Report

The Friends of the Library came to the library coffee to meet and recruit people to join the Friends. The Friends will not meet again until Spring. However, they did plant iris in the front gardens. The money from the 2010 allotment was spent to provide Christmas activities including the annual Christmas party to be held December 5 in the town hall and a gingerbread house workshop that same day for middle schoolers. Soft furniture for the Children's Room was also purchased.

Director Hague discussed the progress on the flooring project and the masonry work that took place in November. Painting of the exterior Paige window frames was done by EnviroVantage, the same firm that did lead and asbestos abatement. In other maintenance news, Director Hague also received an estimate for the roof.

Circulation has been lower this month. With the abrupt closing for construction this may have effected circulation as well as the rate of book returns. The number of over dues was high for November.

The director's report was reviewed by the Trustees and accepted.

Trustees' Report

The Weare Public Library Account balances were reviewed and discussed. The accounts stand as follows; Trust Fund \$9799.16, Fax/book \$4096.94 and Wells Fargo (stocks) \$83,453.61.

Old Business:

Building Maintenance - - Carpet replacement

Director Hague said we need to consider where to place the books when the carpet replacement is occurring. It will take two days to do the carpeting project. Our goal is to complete the carpeting before April as carpet prices tend to increase in April. Boxes will be needed to pack books in. Half of the room could be moved and carpeted then move the books to the other half of the room to finish carpeting. Carpeting has not been scheduled at this point because of the question of where the books will be stored during the carpeting. In December cold weather is a factor to consider when moving and storing the books.

Finalize Budget for 2011 - -gross budget

Profit and loss budget was reviewed and discussed. Gross budget deals with existing funds. The gross budget during a default budget must be equal to or less than the previous budget so we are legally limited in the amount of money we can gross budget. After discussion the trustees have set and agreed upon the gross budget.

The trustees discussed some of the associated costs from the flooring project including electrical and plumbing work. It was proposed that money from the Paige Memorial which was set aside for maintenance be used to pick up the costs of these additional costs as the board of selectman have funded the masonry and flooring projects. All were in favor of this proposal.

New Software Budget:

Director Hague is still not sure what the new software will be. More in depth inquiry and research is needed. The library staff is going out to look at the two systems that are being considered as possibilities for purchase. This research is to help determine which software will best meet the needs of the library. The library is in need of updated software to support their circulation.

New Business:

Building Maintenance:

Director Hague will be going to the Board of Selectman with an estimate for the roofing costs. When the mason came he said the gutters were full and needed to be cleaned and screened. The copper downspouts were removed as the mason found that the downspouts were beginning to pull apart and leak which is effecting the masonry. The gutters either need to be cleaned yearly or they need to be replaced. If the gutters are replaced they should be replaced at the time the roof is done. The building is now historical so if new gutters are purchased they could not be plastic. It was suggest that Director Hague research the costs of having a regular maintenance to clean the gutters each year and costs for replacing the gutters in a way that maintains the historical value of the building.

Holiday Schedule and Compensation:

New Years Day and Veteran's Day holidays during 2011 fall on days the library is closed. This will effect three of the employees. The staff has asked how this will work for them this year. The Trustee's discussed giving these as a floating holiday in lieu of New Years Day and Veteran's Day. This was agreed upon by all of the trustees.

Fiscal Review:

The Trustees discussed meeting again in December to do a review of the 2010 finances and to complete a review for Director Hague. The meeting was set for Thursday December 16th.

Treasurer Morin made a motion to adjourn and Paul Marsh seconded. All present were in favor.

Meeting adjourned at 8:07pm.

Next Meeting

Thursday, December 16, 2011 at 6:00 pm.

Respectfully submitted,

Jill Tacy, Secretary

/attachment

Weare Public Library Hearing to Accept Funds 2-Dec-10		
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Source	Designation	Amount
Income generating equipment	Books, supplies	\$83.26
Card replacement	Books, supplies	\$5.00
Book replacement	Books,	\$64.48
Memorial gift- Erf	Books on handicapped children	\$100.00
General donations	Books, supplies	\$155.00
		\$407.74